

JUS.T.I.S. * Governance Council Meeting Minutes

*Justice Tracking Information System

Thursday, January 26, 2006, 10:00 a.m.

Hall of Justice, 850 Bryant Street, Room 215

San Francisco , California 94103

Attendance

Sheriff	Eileen Hirst	Police	William Gitmed
MOCJ	Allen Nance	Police	Richard Peck
MOCJ	Rod Seymore	Superior Court	Pat Jeong
Adult Probation	Jahangir Khan	DTIS	Oli Sadler
District Attorney	Martha Knutzen	DTIS	Walt Calcagno
District Attorney	Marsanne Weese	DTIS	Yolanda Scheihing
DOSW	Colleen Montoya	ITPM	Al Corker
ECD	Mitch Sutton	Coordinator	Paula Itaya
Public Defender	Rene Manzo		

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:15 a.m. Eileen requested that all audible electronic devices be deactivated, so as not to sound during the meeting. Eileen noted that no members of the public are present today, although the meeting had been duly announced and posted. She said that since the public is not present, it would not be necessary to call for public comment after each agenda item.

Eileen announced that Murlene Randle, former Co-Chair of the Council, is now working with the Department of Human Resources. Eileen said that Murlene wanted to convey her thanks to the members for their cooperation during her tenure as Executive Sponsor, and she sends her best wishes to the Council for the success of the Project.

Adoption of Agenda - Action Item

Walt Calcagno suggested removing "Mainframe Retirement Update" from the Agenda at the present time. He said that the conclusion of this project would be reached when critical replacement systems have been implemented.

Rod Seymore said that the "Budget Update" would be included in the Executive Sponsor Update, and should not be listed as a separate item. Martha Knutzen moved to adopt the Agenda as amended. Rod seconded the motion, which was approved unanimously by the members. The amended Agenda was adopted.

Adoption of Meeting Minutes - December 8, 2005 - Action Item

Martha moved to adopt as final the draft of Minutes of the meeting of December 8, 2005. Jahangir Khan seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted for distribution as final.

Technical Steering Committee (TSC) Update - Discussion/Action Item

This item is taken out of order, awaiting the arrival of the Executive Sponsor, delayed at an earlier meeting.

HUB Update - Rod said that the contract for the HUB Project is not resolved as yet. Rod said that many meetings have taken place between the Mayor's Office, DTIS, and City Attorney Shelley Dolev. He said that he thought all of the issues had been resolved and that the contract could be sent to the vendor. Walt added that he had spent more than twenty hours on meetings with Shelley, and he, too, thought that all issues had been resolved two weeks ago. This week he

has received an additional twelve pages of corrections requested by the City Attorney. He said that many of the requested changes were minor and he has already completed most of them. In addition, DTIS personnel in charge of contracts is working on some template changes. Walt said that he hopes to return the document to Shelley today. Rod said that he wanted to speak to Shelley regarding the additional changes she was requesting.

Executive Sponsor Update - Discussion/Action Item

Eileen introduced and welcomed Allen Nance, Acting Director of the Mayor's Office of Criminal Justice, and Executive Sponsor of the JUS.T.I.S. Project. Members identified themselves and welcomed Allen to the Council.

In relation to the HUB contract, Allen said that he had spoken with Shelley and was under the impression that they were at completion. Al Corker said that there have been at least three iterations of the contract to date, and it seems as if different people are reviewing it each time it goes back to the Office. Allen added that there would be an additional delay after the contract is sent to the vendor. Allen said that he would like to lead the effort in working with Walt and speaking with others in the City Attorney's Office who would be in a better position to move the HUB contract forward. Eileen suggested that Molly Stump, heading the law enforcement group, would be the appropriate contact.

Allen presented the budget update. Allen said that the Mayor's Budget Office and the Board of Supervisors have approved the JUSTIS budget for FY 05/06. The total amount of the JUSTIS budget remains at \$3,940,000, with no cuts, additions or changes to date. Allen said that approximately \$1.1 million comes from the General Fund, with approximately \$2.7 million coming from grants. Allen said that the server consolidation grant totaled \$742,000 and the RMS/HUB grant is for \$986,643. Those funds have been work-ordered to DTIS for the two projects. Allen added that the extension of the COPSMOR grant was approved, and will be allowed to be used for the Police Department Record Management System (RMS). Approval has been received from the Department of Justice for the extension of funds to be applied to the Public Defender's case management system. Any remaining grant funds are being reserved for other JUSTIS work, including IT PM consulting services.

Allen distributed a spreadsheet entitled, "JUSTIS Expenditure Projection General Fund Only" for the FY06/07 budget. Allen said that \$250,000 had been estimated for development costs, with one million dollars for operational and maintenance costs. In answer to a question, Allen said that the Council, upon the recommendations of the Technical Steering Committee, has approved all items on the spreadsheet.

Allen announced that the deadline for budget submissions is February 21st. He said that if any additions or updates are anticipated, Rod is to be informed well before that date.

Eileen asked about the financial tracking system that was to be implemented for invoices received and paid. Allen agreed that this is a requirement for keeping current with the tasks that need to be completed, the expended costs, and what remains of the budget at any given time. Al said that a tracking mechanism had been constructed for FY 04/05 expenditures but was not implemented. Al said that the construct could be expanded to include FY 05/06 and FY06/07 and would track all projects. In addition, Al said that a summary could be included on the website. Allen said that they would move toward implementation of this essential management tool as soon as possible.

A question was asked about "operational" costs as they appear in the spreadsheet. Rod explained that this is the amount projected to maintain the JUSTIS system. Walt added that when they put the budget in place, they had envisioned that most of the development of the Project would be completed by now, and they were separating initial, implementational from on-going costs. He said that at some point, the development ends, but maintenance, the operational costs, continue. Walt said that it was appearing that some maintenance costs would have to migrate back to development since some systems have not been completed. Walt added that some of the maintenance costs are estimates, which would be adjusted when the departmental Memoranda of Understanding (MOU) are completed.

Eileen asked if support is needed for the Board meeting on this coming Monday. Allen said that the Board of Supervisors has created a committee to study gang and gun violence in the City. A meeting is to take place on Monday morning in the Board Chamber, at which homicide data would be reviewed. In addition, the Supervisors have inquired as to the status of the JUSTIS Project, and JUSTIS is an item on the meeting Agenda. Allen, Eileen and Rod plan to appear to

provide an update on the Project. Allen said that most people have focused on system integration, and may not see much progress. He said that it is important to make people aware of the multi-system development that is taking place, critical to data-sharing, and which comprises the Project as a whole. Allen said that there is a need to clarify and explain the accomplishments that have already been achieved, especially as they would contribute to crime-fighting and public safety efforts. Allen said that he would be glad to receive statements submitted by the members as to the update they would like to provide to the Supervisors. It was agreed that the best approach would be to have representatives submit statements by noon on Friday (tomorrow) to Rod regarding the status of their case management systems. Representatives' attendance at the hearing would also be helpful. Allen thanked Eileen for introducing this topic.

Case Management System Update - Discussion/Action Item

District Attorney - Martha said that they are not live yet. She said that they are still working through technical problems. There are four items to be completed by the vendor. They also had to go back and forth with the City Attorney and the vendor regarding the additional work to be done. Some fields need to be added for the rebooking process. There is some work for John James on the incoming data. Yolanda Scheihing said that she needs to know about that for scheduling purposes. Martha said that it is necessary to clean the incoming data. She said that they would not proceed until the conclusion of the above items. The training materials have been completed. They are doing beta testing on the training materials. Martha said that even the training process opens additional issues. She said that they are looking at another year of development, and it has taken two years to get to this point.

Marsanne Weese added that the Court has been very helpful with the charge codes. She said that the JUSTIS and CMS charge codes have been interlinked so that when a code is entered in CMS, it would be validated against the JUSTIS codes, which are the correct codes to be used. The Administrative Office of the Courts does not have a table of charges that could be used to populate the system. Martha said that one complication is that the English language equivalent that is used in San Francisco must be in the system in order for the charging document to be created. In addition, they have had to audit fields in the historical CMS data, which DTIS has been very helpful in doing. Yolanda said that a conversion of data from CMS to JUSTIS has been done, but the CMS data is not "clean," and some data cannot be changed at this point. Another problem encountered, which is causing delay, is that staff time is limited for those who could work on the project.

Public Defender – Rene Manzo said that the Public Defender's Office is in the data extraction phase of their case management system, and would be going into Phase One of testing. He said that he has a similar problem to Martha's in that a major source of delay is finding time to work on the project. Only he and department Subject Matter Experts (SME) are available at various times. He also provides IT support for his office of two hundred people, and the SMEs are attorneys who are in court most of the time. Rene said that the vendor, who is in New York, is loading the test data now. The screen and modules have been loaded and they are working on test scripts.

Adult Probation – Jahangir said that the Adult Probation Department (APD) case management system has been live for approximately two and a half years. He said that one difference between their system and the others is that they did not pursue interfacing their system with CMS. One negative aspect of this is that they have to perform a great deal of duplicate data entry. For example, since they are not connected to CMS at all, court orders are entered manually. He said that they thought that the HUB would be coming up sooner, and he would like to ask what the projected timeline is for the creation of interfaces between the HUB and the APD systems. Jahangir said that they did not want to have to redo their system, but if it is going to be too long, perhaps they need an interim interface to CMS at this point. He said that this might involve additional development costs.

Walt said that all departments should be bringing future development strategies, issues and problems before the TSC, who could make decisions on issues needing to be addressed, and advise departments on solutions. He said that because of the HUB contract delay, DTIS has had to find alternative work-arounds to the original plan. He said that they are in the process of creating a "JUSTIS-lite" version of the HUB. He said that once the contract is in place, the HUB would take a considerable amount of time to be developed. There are other departments needing interaction with JUSTIS. Therefore, they plan to present the TSC with a scope of the interim solution, within the next few weeks, and they need to know what other departments are planning so that they could incorporate everything into the short and long-term strategies. Walt said that there is a very limited development team, and he cannot commit them to a firm

timeline. He said that he does not like to speak for the technical team, but he would guess that the interim solution could take three months.

Marsanne added that they are having a similar problem to Jahangir's regarding the necessity for duplicate data entry because of the lack of connectivity of systems. An additional concern is the need for increasing the development budget as new connectivity issues emerge. Walt said that they are working on a scope for the utility tool, and urged again that these issues must come before the TSC for resolution. Al said that some funds have been set aside for connectivity solutions in anticipation of these problems. He said that this alternative demands designing more than one interface, an extra step in mainframe engineering to be accomplished. He said that the vendor had projected a nine-month benchmark for the HUB framework data sharing to be on-line and operational, after the contract is in effect. Al said that he thought a year was reasonable considering when the case management systems would also be coming to fruition. Al said that they are trying to get as much information as possible to determine the actual costs, and what would be re-usable from the interim HUB.

Eileen added that it is important that departments keep in mind that JUSTIS represents a joint effort and that they do not act independently in devising ersatz solutions and incurring costs, which they would want JUSTIS to sanction after the fact. Jahangir said that he wanted to get an idea of what timelines might be proposed and if a file transfer might be a quick solution. Al said that he and Walt are working on drafts of MOUs, and they would be discussing data exchanges with the vendors to see the specifics of what is involved for each system. He said that discussions that have taken place regarding the exchange of Sheriff's data would be helpful in providing the backbone of the MOU.

Police Department – Acting Captain William (Bill) Gitmed presented an update on the Police system(s). Bill said that he was unavoidably unable to attend the last JUSTIS meeting, but he understands that Lamont Suslow did a fine job as his replacement.

Bill said that they are working on the software for the Records Management System (RMS). They were expecting additional staff to arrive by January 28th; however, he has just been notified that expected funds for civilian staff have not been funded by the Mayor's Office, and would not be forthcoming until July 2006. Plans for infrastructure additions had to be changed. Bill said that this setback will impact the implementation of the RMS, and would extend the timeline of the project. At this point, he could not say for how long. Bill said that the Command Staff has authorized a Professional Services contract, but it is difficult to bring in an outside vendor and get them working productively quickly. He said that they still hope to implement the first workstation by August, and the entire Department by the end of the (calendar) year.

Bill invited Richard Peck to provide details on his work with the RMS. Richard said that he has begun to work with a team of officers from the MIS Planning Division, from Field Operations, from the Academy, from Investigations and from Administration, for a total of nine or ten personnel. He said that not all are on board yet, but they have started about a week ago to review the software and current workflow of the Police Department's business practices. Richard said that they are about six months behind the Sheriff Department's progress with the system, and would be working with David Hardy, Project Manager of the Sheriff's Jail Management System (JMS), performing some of the similar functionality, and doing a re-set on sample entries.

Richard said that they would begin by establishing the baseline information needed by the RMS software, and start on creating a set of forms for the front-end incident reporting portion of the system. He said that the creators of the current incident reporting system would be working with them. They will have the support of DTIS in Rod Castillo and Roberta Garcia, who have workstations and are ready to go to work, and an agreement is in place for bringing in the statute tables and other large, permanent datasets. Richard said that there is a large data migration problem to be faced. Walt said that there is CMS, criminal history, and a large number of Police systems, which would be a challenge. Bill added that Rose Smith would be continuing in her present function as Security Officer. They expect to begin training with the vendor on February 7th.

Richard said that an important interface is that between the Emergency Communications Division's (ECD) Computer Assisted Dispatch (CAD) and the Police RMS. The call for service received by CAD is the start of the incident report. One problem is that there are two vendors involved (Tiburon and New World), who have not agreed to share

intellectual property. Richard said that he is creating a document to work around that problem. The interface between CAD and the RMS must occur within the next ninety days. Bill said that it is critical that the server consolidation goes live. Walt said that there is no firm date for this, but he is hoping he would know more by the next Council meeting.

Bill said that Lamont, Project Manager of the new CLETS/Message Switch Project, managed the project very successfully. The update meeting took place on January 23rd as scheduled. He urged anyone still having questions to call him. Bill said that they hope to maintain all present functionality for CLETS and CABLE access. There will be an interface to CABLE, which is needed by the officers. They are looking forward to seeing two proofs of concept very soon.

Al said that he understood that the eighteen-month notification period started on the 23rd. He said that there is an issue of potential interface to the JUSTIS system, and a large JUSTIS impact, and the TSC has not been included in the distribution. He asked if he and/or Rod could be included in the distribution of information, as there are connectivity issues relative to case management systems and the HUB and CLETS. Bill agreed. Rod added that it is important to maintain communication, to keep sharing information and plans.

Sheriff's Department – Eileen provided an update on the JMS. Eileen said that the vendor is in town this week. They are now reviewing what remains to be completed. They expect to be able to book, house, classify and move prisoners by February 28th. She said that they would need HUB-lite on-line in order to communicate with any other systems. Therefore, they would continue to make entries in CMS. She said that they are installing hardware and would be starting their training program.

Eileen invited Al to add further details. Al said that they are working on the second round of data conversion. Mapping is underway for data exchanges between the District Attorney, Superior Court and the Sheriff. They have completed the principal exchange of data between the JMS and the JUSTIS interface. They are deploying applications relative to the workflow. In answer to a question, Al said that they have not started working on redundancy issues. They will have a second installation. Full redundancy would come at a later point. Al said that the system is now very mature and an integrated project view can be created. Al said that they are using imaging technology; JPEGs are to be exchanged. Bill added that restraining orders and warrants would be seen as actual documents. Marsanne added that her office is certainly going to need the ability to receive photographs and other court documents visually for the evidence module.

New Business

No new business was presented to the Council.

Adjournment- Juvenile Probation was not represented at the meeting. The next Council meeting is scheduled for Thursday, March 9, 2006, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, Martha moved to adjourn the meeting. Colleen Montoya seconded the motion, which was carried unanimously. The meeting was adjourned at 11:47 a.m.